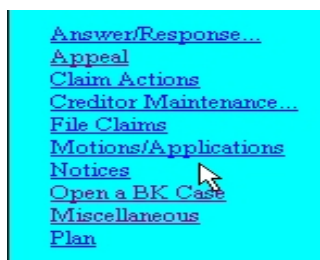
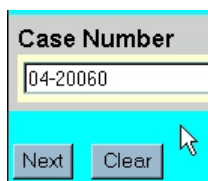


**Motion to Continue/Reschedule Meeting of Creditors.** **NOTE: Motions or requests by Debtors to continue or reschedule their meeting of creditors should first be filed with the U.S. Trustee's Office only, not with the Court, pursuant to Local Rule 2003-1 (formerly 4.01).**

**STEP 1** Click on the **Bankruptcy** hyperlink on the **Main Menu** then click on **Motions / Applications**.

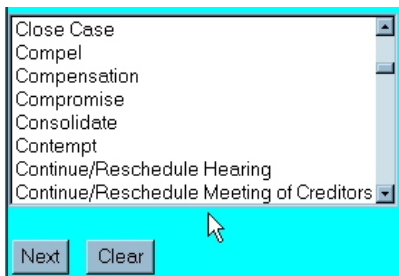


**STEP 2** The **Case Number** entry screen displays.



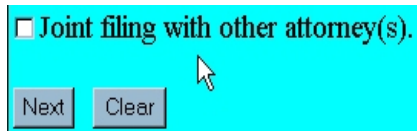
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

**STEP 3** The **select the type of motion/application** screen displays.



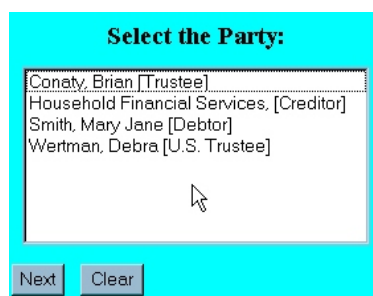
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Continue/Reschedule Meeting of Creditors**).
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt displays.



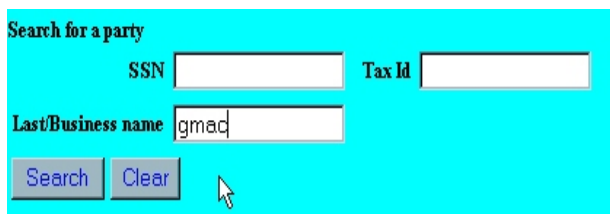
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



- ◆ If name of party appears, click on the name, click on the **Next** button and go to **Step 10**.
- ◆ If name does not appear, click on **Add/Create New Party**.

**STEP 6** The **Search for a party** screen displays.



- ◆ **Last/Business name:** Enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive). Do not search using SSN (Social Security Number), Tax Id number.
- ◆ Click on the **Search** button.

**STEP 7** The **Party search results** screen displays.

- ◆ If the party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button.
- ◆ If party's name is not found, click **Create new party** button and go to **Step 9**.

**STEP 8** The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

**STEP 9** If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue.

**STEP 10** The **Select the Party:** screen displays.

- ◆ Click on the filing party.
- ◆ Click on the **Next** button to continue.

**STEP 11** If you are filing on behalf of a creditor and the **Association** box appears, check the box to associate you as the attorney for the party selected/added and click on the **Next** button.

**STEP 12** The **Select the pdf document** screen displays.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Motion.pdf Browse...

**Attachments to Document:** ☐ No ☒ Yes

Next Clear

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix):
  - ▶ Click on the 'Yes' radio button
  - ▶ Click on the **Next** button.

**STEP 13** The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Proposed Or Browse...

2) Select a document type and/or enter a description.

Type	Description
Proposed Notice	Granting Motion to Continue Meeti

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.

**STEP 14** A warning screen displays.

**Requests to continue/reschedule meetings of creditors should be made first to the Office of the United States Trustee, please consult Local Bankruptcy Rule 2003-1 --formerly Local Bankruptcy Rule 4.01 --**

- ◆ If you have complied with Local Bankruptcy Rule 2003-1, click on the **Next** button.

**STEP 15** The **Current Date of Meeting of Creditors and Certificate of Service?** screen displays.

Enter Current Date of Meeting of Creditors: May 5, 2004

With Certificate of Service? y or n: y

- ◆ Enter the date the Meeting of Creditors is presently scheduled for.
- ◆ Type a lowercase 'y' if your motion contains a Certificate of Service or a lowercase 'n' if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button

**STEP 16** A **Docket Text: Modify as Appropriate** screen displays.

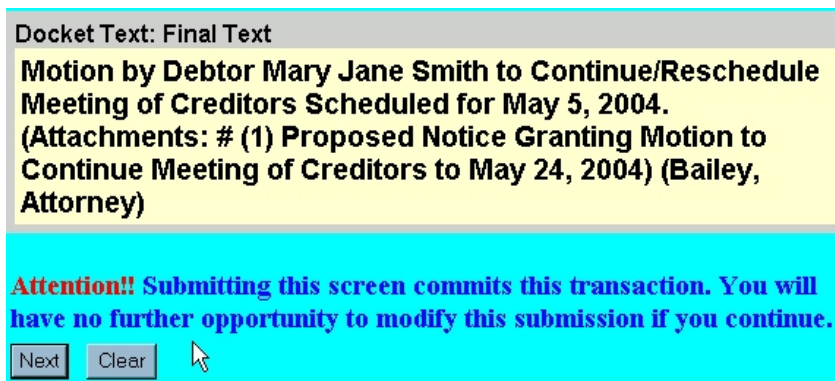
Docket Text: Modify as Appropriate.

Motion by Debtor Mary Jane Smith to Continue/Reschedule Meeting of Creditors Scheduled for May 5, 2004 .

(Attachments: # (1) Proposed Notice Granting Motion to Continue Meeting of Creditors to May 24, 2004) (Bailey, Attorney)

- ◆ Add additional text in the box provided if appropriate.
- ◆ Click on the **Next** button.

**STEP 17** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



Docket Text: Final Text

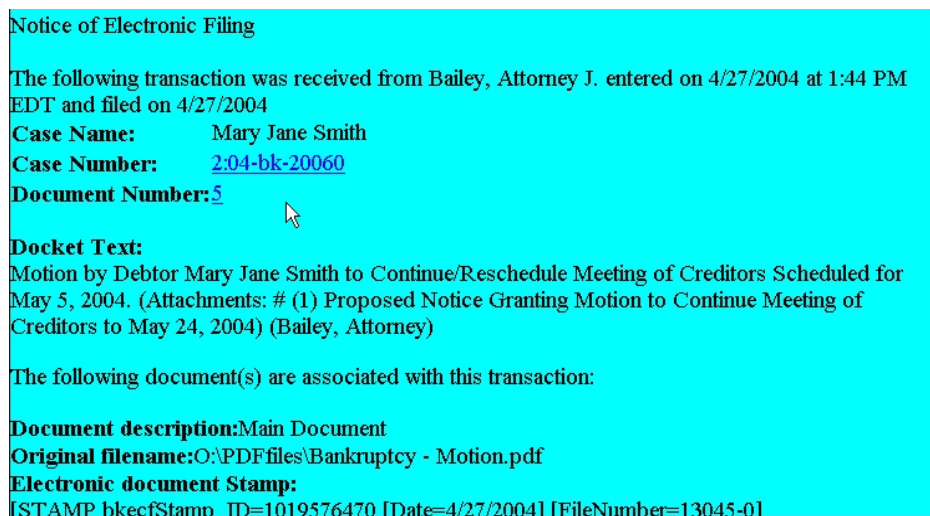
Motion by Debtor Mary Jane Smith to Continue/Reschedule Meeting of Creditors Scheduled for May 5, 2004.  
(Attachments: # (1) Proposed Notice Granting Motion to Continue Meeting of Creditors to May 24, 2004) (Bailey, Attorney)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 18** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.



Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 4/27/2004 at 1:44 PM EDT and filed on 4/27/2004

Case Name: Mary Jane Smith  
Case Number: [2:04-bk-20060](#)  
Document Number: [5](#)

**Docket Text:**  
Motion by Debtor Mary Jane Smith to Continue/Reschedule Meeting of Creditors Scheduled for May 5, 2004. (Attachments: # (1) Proposed Notice Granting Motion to Continue Meeting of Creditors to May 24, 2004) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf  
Electronic document Stamp: [STAMP bkecfStamp ID=1019576470 [Date=4/27/2004] [FileNumber=13045-01]